

Certified Tax Collector /Utility Collector – Township of Maple Shade is seeking candidates who are interested in serving the Township as full-time tax collector. The position is responsible for all statutory duties including but not limited to oversight of the bookkeeping, calculation, and accounting functions to comply with all state law and municipal directives in the collection of personal and property taxes including the proper calculation, preparation, and mailing of tax bills, the receipt and detailed accounting of all monies and/or checks received, the timely and accurate accounting and reporting of the activities of the office as required by state law and municipal directive, annual tax sale as required by state law, and assisting in the administration of procedures for the enforcement of timely payment of all due taxes. The position is also responsible for the oversight of all utility collections. Candidates must be comfortable working with the public in person and by telephone and email. The tax collector will also oversee two full-time employees and one part-time employee. Experience with Edmunds tax and utility accounting software preferred. Applicants must possess a current, valid Certified Tax Collector license issued by the NJ Department of Community Affairs. Please submit cover letter, resume and copy of current Tax Collector License to Susan Danson, Township Manager at twpmgr@mapleshade.com. The Township of Maple Shade is an Equal Opportunity Employer. Salary range for the position is currently up to \$90,000 depending on qualifications and experience.